



A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

Assistant Director Office of Military Affairs



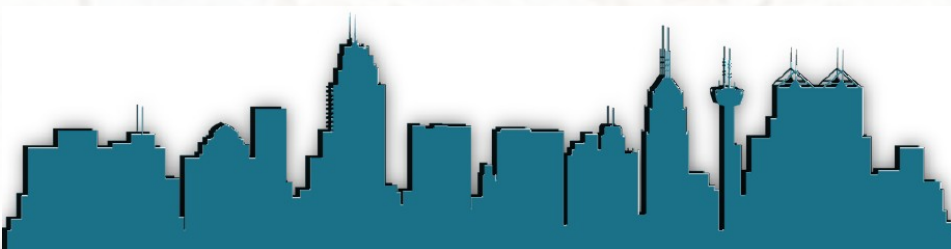
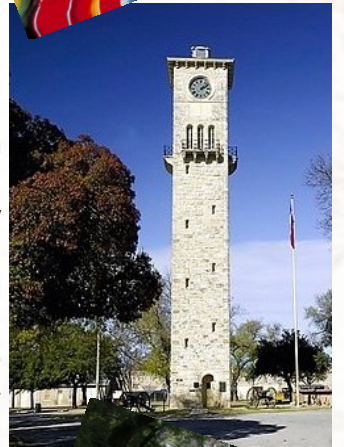
The Position

Under general administrative direction, assists the Military Affairs Director in serving as the liaison between the military and the City to facilitate a close working relationship. Manages and oversees the activities and operations of the Military Transformation Task Force (MTTF) to address the challenges and opportunities facing the military, including reduced budgets and staffing, encroachment on installations and potential base closures and realignments. Conducts research, provides data, drafts request for proposals (RFPs), monitors planning and economic development studies and implements solutions to achieve project goals and objectives associated with the Office of Military Affairs. Reports directly to the Military Affairs Director and may exercise direct supervision over assigned staff.



Job Duties

- Assists with the Coordination and monitoring of the activities of the Military Transformation Task Force (MTTF) and its mandate.
- Assists in Identifying best practices among the military installations and key community stakeholders
- Issues request for proposals; manages and monitors contracts for planning studies and analyses
- Assists Director in support of the Task Force in developing and implementing actionable strategies to enhance the military value of Joint Base installations and to leverage available economic development opportunities for future growth.
- Coordinates departmental projects with citywide impact, to include the dissemination and communication of information to affected City Departments.
- Prepares grant applications for securing project funds from governmental agencies in coordination with the City Attorney, City departments and other governmental entities.
- Assists with preparation of quarterly financial and grant reports.
- Assesses and monitors workload, administrative and support systems and internal reporting relationships.
- Identifies opportunities for improvement, and directs the implementation of changes.
- When necessary, acts as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies.
- Plans, directs, and coordinates, through subordinate-level staff, the department work plan; and, prepares and presents staff reports and other necessary communication.





The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.3 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the four-time National Basketball Association Champions.

The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges.

The Executive Team consists of 30 Department Directors, two Deputy City Managers, four Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 11,000 City employees.

Knowledge, Skills and Abilities

- Must be results-oriented, possess excellent communication and presentation skills and the ability to establish and maintain effective working relationships.
- Must have knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of the 2005 Base Realignment and Closure (BRAC) Law.
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Knowledge of military installations and missions in San Antonio.
- Must demonstrate initiative and display good judgment in all interactions with both internal and external customers.

Qualifications

- Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration, or related field.
- Eight (8) years of increasingly responsible professional experience in Business, Strategic Planning, Economic Development, or related field, including three (3) years of supervisory experience.
- Experience and familiarity with the Military is highly desirable.
- Valid Class "C" Texas Driver's License.



Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times the employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers two health care plan options. These plans offer employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority. For example, an employee with ten years experience would receive 26 days of combined leave (Personal and Annual).

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled. First review of resumes will be after November 8th.

Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

The City of San Antonio is an Equal Opportunity Employer.

